

INSTRUCTIONS

on work safety, health and fire protection at workplace.

For purposes of work safety, health and fire protection and workplace, student is considered an employee of the University.

Dear employee, as your employer, we care about your safety and protection of your health at workplace. The provision of the knowledge on first aid and protection against fire is one of our primary duties. We ask you to acknowledge your obligations, rights and information contained in this document. By your signature at the end of the document, you will confirm the acknowledgment of these information:

I. Employee has an obligation, in order to ensure safety and health protection on the job and at places of work of University to keep these regulations:

- to devote to his business duties, not to act carelessly, inattentively, and employee has to be aware of the necessity of the accuracy of his activity according to his knowledge, qualifications and experience;
- to keep legislation and regulations in order to ensure safety and health protection on the job and fire protection and other regulations to ensure safety and health protection on the job, to keep principles of safe work and of correct and safe behaviour at the workplace
- not to turn on devices, without controlling the fact, that the device will not endanger the employee's health and safety or other employees' health and safety. The same rules when turning off all the devices
- not to turn on device, neither to clean or repair the device, without reading and acknowledgement of the information concerning rules for safe work, maintenance and repair of the device;
- not to work with the device if the employee didn't completed training for work with the device;
- to never work with the device which is broken or seems to be broken;
- to use correctly safety and security equipment, not to turn them off or to change them, not to work with devices which are not closed properly, neither to open them during the work
- to announce to the superior officer, all the defects on the device, which could endanger safety or health of the employees
- to control functionality of all parts of the device, of the cover and other safety devices;
- to use properly protective equipment (gloves, clothing, footwear, earmuffs)
- not to drink alcohol, not to use narcotics or psychotropic substances on the workplace, not to start working or to work under the influence of alcohol, narcotics or psychotropic substances and to respect smoking ban at the workplace
- to undergo the tests, which will be held by authorized employee University, employee responsible for safety, in order to prove you're not under influence of alcohol, narcotic or psychotropic substances
- to use only path and passage that is marked for walking, to stay at the places designed for employee's work, not to cross dangerous paths and spaces with dangerous electrical devices
- to be careful when walking in the area of University, not to run
- not to jump down from the ramps, planks, or other edges, always use ladder or stairs
- not to use ladders for climbing up on the buildings of University
- not to lift heavier weight, than maximal weight determined for your age and physical ability. Superior officer will inform you about the weight of the device/load. You have been informed

about indicative weight values of load during the training on job safety, health and fire protection at workplace.

In accordance with regulation §20 vyhl.č.508/2009 Z. z. v z.n.p., when using the electrical devices the employee is authorized:

- to turn on and off simple electrical devices. If the device is turned off, it can be removed, replaced, or the power supply cables can be replaced or prolonged by the connecting cables
- to remove or relocate working machines or devices supplied by electricity with the crotch, only if the device is safely disconnected from the electricity by disconnecting the crotch (so that the cables will not be interrupted, torn or broken)
- to work with electrical devices, to respect instructions and other working rules and prescriptions for using electrical devices, and also to assure that the device is not overloaded or damaged in other way
- if the employee finds out that the device is broken or damaged (isolation damage, burning smell, smoke or unusual loud of device, sparks from electrical power...) he has to turn off the device and inform superior officer

It is forbidden to:

1. Work with electrical devices which are not properly covered/closed and with live parts of electrical equipment
2. To touch directly or with any object the parts of the electrical device which is not covered, or the live parts of electrical equipment not covered (does not include electrical devices with safe voltage)
3. To approach or to stay in near contact with uncovered live parts of electrical equipment
4. To start working before the specialist/superior officer gives the permission to start working with electrical devices
5. To use damaged electrical devices
6. To repair electrical devices

Employee has to:

- respect all commands and prohibitions indicated on safety labels, signs and symbols, to work in accordance with traffic signs
- to keep his workplace clean. It is important to realize that clean workplace is necessary for safe work, good quality of production, enhances productivity and good interpersonal relations
- to remove trash on the places designated for that, or designated by superior officer
- to inform superior officer immediately in case of:
 - work accident (the workplace should stay as it is, until the arrival of responsible employee University)
 - other accident than work accident or death, not caused by work accident, if it happened at workplace or in the area of University
 - dangerous situation or threat of industrial accident
 - to assure treatment of work injury and immediately ask superior officer to write down „report of the accident“
 - to inform superior officer about deterioration of the health, which could influence work

- when working in heights, you have to protect yourself against fall by collective or individual security equipment
- ladder can be used only for quick, physically easy works, when using simple equipment
- cleansers, chemical substances, painting materials has to be used as defined in the instructions from the producer and after acknowledgement of risks mentioned on the packaging. When using chemical substances, employee has to use personal protective equipment listed in safety list

II. Regulations and instructions in case of health endanger or injury, and first aid at work

Every person has to provide first aid according to his capacities.

University has got at the workplace:

- **First-aiders: someone who has been trained by a competent first aid training provider in first aid at work, emergency first aid at work, or some other appropriate level of training**
- **a first-aid kit. The place with the first-aid kit is marked:**



III. In order to prevent fire and protection against fire at workplace of University, the employee has to respect these regulations:

- Respect law regulations related to fire protection and fire safety in: Zákon Národnej rady Slovenskej republiky č. 314/2001 Z. z. o ochrane pred požiarimi v znení neskorších predpisov, vyhlášky Ministerstva vnútra SR č. 121/2002 Z. z. o požiarnej prevencii v znení neskorších predpisov a STN;
- Act in the way to prevent fire creation when working with electrical or fuel devices, heating devices, when working with, relocating or storage of flammables and when manipulating with open flames
- To respect restrictions and fulfil orders on the safety labels and other guidelines in order to prevent fire
- Keep rules of protection against fire in the situations with danger of fire creation or in time with increased risk of fire or in situations when fire hazards are present
- Not to smoke or use open fire at the places with higher risk of fire
- Not to undertake activities whose execution is not specifically authorized in terms of fire safety and fire protection
- Do not damage, destroy or impede access to firefighting equipment, water, or other equipment used for fire protection. Never pile or lay material in a way that it covers or blocks access to firefighting equipment.
- Cannot reduce the permeability in escape routes
- Not to start fire alarm without reason neither to call firefighters without reason
- Without written permission of responsible employee of University, it is not allowed any work or activity with fire risk hazard, and on the places with increased fire

Fire

In case of fire at workplace of University, you have to follow the instructions on the „Emergency fire safety and Fire evacuation instructions“ tables, that you can find on the workplace.

Rules related to firefighting and fire stopping:

- To stop the fire using firefighting equipment, if it's possible, or to make precautions to stop fire spreading,
- If it is not possible to stop the fire, it has to be announced immediately by phone or personally to the responsible person
- If it is not possible to stop the fire, it's necessary to call firefighters, and if needed, to help them
- to help people in danger



Integrated safety system

- call

112



Firefighters

- call

150



Emergency medical service

- call

155



Police

- call

158

Firefighting equipment.

At workplace is situated firefighting equipment (extinguishers) and marked by the symbol:



In University, water or carbon dioxide (CO₂) extinguishers are placed at workplace. On the extinguisher, you can find symbols which indicate for which substances can be used:



class A- ordinary combustibles



class B- flammable liquid



class C- flammable gas

Fire-hose

Water source and fire-hose:



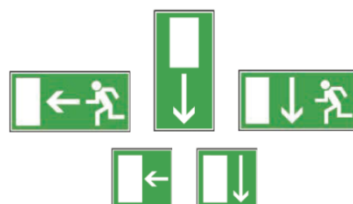
Fire alarm

The fire is announced by „HORI“. Fire alarm system is indicated:



Evacuation

In case of fire or other dangerous situation, use escape routes indicated by green symbols:



IV. Discrimination and sexual harassment at work

Sexual harassment and discrimination are forbidden at workplace of University. Such a behaviour will not be tolerated in any circumstances. Any complaint needs to be addressed to the director or general manager.

V. Forbidden activities

At workplace of University is forbidden:

- to leave workplace without informing superior officer
- to smoke except specifically designated smoking areas;



- to set on fire and to burn the waste;
- to enter into buildings and places, where the entrance is forbidden by the symbol:



and which is completed by the text: „**Entrance forbidden**“, „**Staff only**“, „**Do not enter work area!**“, equivalence in Slovak language: „**Nepovolaným vstup zakázaný!**“, „**Nezamestnaným vstup zakázaný!**“, „**Nevstupuje do pracovného priestoru!**“

- to bring alcoholic beverages, drugs or psychotropic substances, to drink alcohol, or to use narcotics or psychotropic substances on the workplace
- to enter the places and routes in the area of University, for which you haven't got permission or you're not authorized to enter
- to replace, remove or damage safety equipment, devices or signs
- to start working without credentials or permission, and without training for work with the machine or electrical device
- to jump over, jump down, run, climb over or cringe ramps, technical equipment and other fixed obstacles,
- to clean devices, equipment while they're turned on, if they are not adapted to that
- to stop machinery by activating safety alarm, except emergency situations;
- to be distracted at work or to distract your colleagues while they're working;
- to use first-aid equipment placed at workplace to some other than prescribed purpose
- to use chemical substances at workplace to other purpose than are destined ;
- **to use at workplace of University personal TV, or other devices as walkman, mobile phone, CD or mp3 player, which may be distracting**